



# City of NORFOLK

C: Dir., Department of Planning and Community Development

To the Honorable Council  
City of Norfolk, Virginia

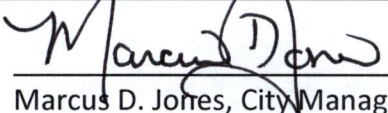
May 13, 2014

From: George M. Homewood, AICP CFM, Planning Director

Subject: **Special Exception to operate an eating and drinking establishment – Saint Germain**

Reviewed: Ronald H. Williams, Jr., Assistant City Manager

Ward/Superward: 2/6

Approved:   
Marcus D. Jones, City Manager

Item Number: **R-3**

- I. **Staff Recommendation:** Approval
- II. **Commission Action:** By a vote of **5 to 0**, the Planning Commission recommends **Approval**
- III. **Request:** To allow Saint Germain to operate a restaurant which serves alcoholic beverages to its customers.
- IV. **Applicant:** Saint Germain by Tiffany Kidwell-Gaylord and David Hledik – 913 West 21<sup>st</sup> Street, Suite A
- V. **Description**
  - The site is located on the south side of the 900 block of West 21<sup>st</sup> Street, between Woodrow Avenue and Core Avenue.

	Proposed
Hours of Operation and Hours for the Sale of Alcohol	5:00 p.m. until 2:00 a.m., Monday through Friday 10:00 a.m. until 2:00 a.m., Saturday and Sunday
Seating	62 seats indoor 0 seats outdoor 70 total capacity

- The site is located within the 21<sup>st</sup> Street Pedestrian Commercial Overlay District and is surrounded by a mix of commercial and residential uses.

Staff point of contact Matthew Simons at 664-4750, [matthew.simons@norfolk.gov](mailto:matthew.simons@norfolk.gov)

Attachments:

- Staff Report to CPC dated April 24, 2014 with attachments
- Proponents and Opponents
- Ordinance



# City of NORFOLK

To the City Planning Commission  
City of Norfolk, Virginia

April 24, 2014

From: Matthew Simons, *MS*  
City Planner II

**Subject:** Special Exception to  
operate an Eating and Drinking  
Establishment at 913 West 21<sup>st</sup>  
Street, Suite A – Saint Germain

Reviewed: Leonard M. Newcomb III, CFM  
Land Use Services Manager

**Ward/Superward:** 2/6

Approved: *GMH*  
George M. Homewood, AICP, CFM  
Planning Director

**Item Number:** 7

- I. **Recommendation:** Staff recommends approval, considering compliance with *Zoning Ordinance* requirements and consistency with approved plans.
- II. **Applicant:** Tiffany Kidwell-Gaylord and David Hledik  
913 West 21<sup>st</sup> Street, Suite A
- III. **Description:**  
This request would allow for a new restaurant, Saint Germain, to operate and serve alcoholic beverages to its customers.
- IV. **Analysis**
  - The site is located on the south side of the 900 block of West 21<sup>st</sup> Street, between Woodrow Avenue and Core Avenue.

Plan Analysis

  - The proposed Special Exception is consistent with *plaNorfolk2030*, which designates this site as Commercial.

Zoning Analysis

  - The site is zoned C-2 (Corridor Commercial) and PCO-21<sup>st</sup> (21<sup>st</sup> Street Pedestrian Commercial Overlay) districts, which permit Eating and Drinking Establishments by Special Exception.

	<b>Proposed</b>
Hours of Operation and Hours for the Sale of Alcohol	5:00 p.m. until 2:00 a.m., Monday through Friday 10:00 a.m. until 2:00 a.m., Saturday and Sunday
Seating	62 seats indoor 0 seats outdoor 70 total capacity

#### Traffic Analysis

- Institute of Transportation Engineers (ITE) figures estimate that this use will generate 278 new vehicle trips per day.
  - Based upon ITE data, the prior office use on this site would be expected to generate 21 weekday trips while the proposed new restaurant would be expected to generate 299 trips on weekdays.

#### Parking Analysis

- Off-Street parking is shared amongst 9 suites in one structure.
- A parking analysis was performed to ensure that the parking requirements will be met for all establishments:
  - The building was built in 1944, accommodating no off-street parking spaces at that time.
  - The current parking regulations would require 55 parking spaces in order to meet *Zoning Ordinance* requirements for basic commercial uses.
  - Given the structure now has a parking deficiency since the time it was built in 1944, it is now vested for 55 deficiency parking spaces
    - However, in 2012, a loading dock was demolished and an additional 10 parking spaces were provided.
      - The additional 10 spaces were provided in excess of what the structure was already vested, which in effect equated to an opportunity to accommodate establishments that would today require up to 65 parking spaces.
      - The applicant has provided an analysis that outlines all the uses and square footage space for the other 8 suites, which are all occupied.
      - The request by Saint Germain requires 10 parking spaces to accommodate the application.
      - Given the various uses that are present or proposed in all 9 suites, the detailed parking analysis finds that the site demands 52 spaces, which is 13 less than the parking intensity that can be officially be accommodated.
- The applicant will meet *Zoning Ordinance* requirements for off-street parking.

#### **V. Financial Impact**

- The property owner is current on all taxes.
- Reuse of this currently vacant commercial site will increase meals tax revenue and provide new opportunities for employment.

**VI. Environmental**

- The site is located within the 21<sup>st</sup> Street Pedestrian Commercial Overlay District and is surrounded by a mix of commercial and residential uses.
- The proposed use should not have an adverse impact on the surrounding uses.

**VII. Community Outreach/Notification**

- Legal notice was posted on the property on March 18.
- Letters were sent to the Ghent Neighborhood League and Ghent Business Association on April 3.
- Letters were mailed to all property owners within 300 feet of the property on April 9.
- Notice was sent to the civic leagues by the Department of Communications and Technology on April 9.
- Legal notification was placed in *The Virginian-Pilot* on April 10 and 17.

**VIII. Coordination/Outreach**

This report has been coordinated with the Department of Planning and Community Development and the City Attorney's Office.

**Supporting Material from the Department of Planning and Community Development:**

- Proposed Conditions
- Location Map
- Zoning Map
- 1000' Radii Map of similar ABC Establishments with Special Exceptions
- Application
- Letter to the Ghent Neighborhood League
- Letter to the Ghent Business Association

**Proponents and Opponents**

**Proponents**

Tiffany Kidwell-Gaylord – Applicant  
1628 Duke of Windsor Road  
Virginia Beach, VA 23454

**Opponents**

None

Form and Correctness Approved: *RA*

By *Adrian Maltz*  
Office of the City Attorney

Contents Approved: *M.S.*

By *Seamus M. Newcomb*  
DEPT.

NORFOLK, VIRGINIA

## ORDINANCE No.

AN ORDINANCE GRANTING A SPECIAL EXCEPTION TO TIFFANY KIDWELL-GAYLORD AND DAVID HLEDIK AUTHORIZING THE OPERATION OF AN EATING AND DRINKING ESTABLISHMENT KNOWN AS "SAINT GERMAIN" ON PROPERTY LOCATED AT 913 WEST 21<sup>ST</sup> STREET.

- - -

BE IT ORDAINED by the Council of the City of Norfolk:

Section 1:- That a Special Exception is hereby granted to Tiffany Kidwell-Gaylord and David Hledik authorizing the operation of an eating and drinking establishment named "Saint German" on property located at 913 West 21<sup>st</sup> Street. The property which is the subject of this Special Exception is more fully described as follows:

Property fronting 175 feet, more or less, along the southern line of West 21<sup>st</sup> Street, beginning 163 feet, more or less, from the western line of Core Avenue and extending westwardly; premises numbered 913 West 21<sup>st</sup> Street, Suite A.

Section 2:- That the Special Exception granted hereby shall be subject to the following conditions:

- (a) The hours of operation for the establishment and for the sale of alcoholic beverages shall be from 5:00 p.m. until 2:00 a.m. the following morning Monday through Friday, and from 10:00 a.m. until 2:00 a.m. the following morning on Saturday and Sunday. No use of the establishment outside of the hours of operation listed herein shall be permitted.
- (b) The seating for the establishment shall not exceed 62 seats indoors, no seats outdoors, and the total occupant capacity, including employees, shall not exceed 70 people. The use authorized by this Special Exception shall not commence until a

certificate of occupancy reflecting these limits has been issued by the Department of Planning.

- (c) A bicycle rack capable of securing four bicycles shall be installed on the site in accordance with the provisions of Chapter 15, "Parking and Loading" of the Zoning Ordinance of the City of Norfolk, 1992, as amended.
- (d) This special exception shall terminate in the event of a change in ownership of the establishment and may be revoked in the event of a change in the operation of the establishment as described in the Description of Operations set forth in "Exhibit A," attached hereto, provided that no termination in the event of a change in ownership of the establishment shall be effective until 120 days after the change or until a new special exception is granted showing the new owner, whichever is earlier.
- (e) The establishment shall maintain a current, active business license at all times while in operation.
- (f) The establishment shall remain current on all food and beverages taxes and business personal property taxes which may become due while it is in operation.
- (g) No public telephone(s) shall be permitted on the exterior of the property. Any public phone(s) on the interior of the building shall be located in an area within full view of the establishment's staff and shall not be permitted within any restroom.
- (h) During all hours of operation, the establishment operator shall be responsible for maintaining those portions of public rights-of-way improved by sidewalk and portions of any parking lot adjacent to the premises regulated by the Special Exception so as to keep such areas free of litter, refuse, solid waste, and any bodily discharge.
- (i) A menu shall be provided containing an assortment of foods which shall be made available at all times the restaurant is open. A food menu and full dining service shall be available at the bar.

- (j) The business authorized by this Special Exception shall be conducted in accordance with the Description of Operations set forth in "Exhibit A," attached hereto. The representations made in "Exhibit A" shall be binding upon all owners, operators and managers who operate and/or manage the premises covered by this Special Exception. Should any owner, operator, or manager desire to operate the business in a manner different than as represented in "Exhibit A," a new Special Exception must be obtained prior to implementing such change. Where any limitation or representation contained in "Exhibit A" is inconsistent with any condition of this ordinance, the conditions of this ordinance shall govern.
- (k) The violation of any requirement, limitation, or restriction imposed by the Virginia ABC Commission shall be deemed a violation of this Special Exception. This Special Exception may be revoked for any violation of a general or specific condition, including a condition incorporated by reference and including a condition arising from requirements, limitations, or restrictions imposed by the ABC Commission or by Virginia law.
- (l) An ABC manager, employed and compensated by the applicant, shall be present at all events held on the premises. This manager shall supervise the event at all times. The ABC manager shall be present on the premises at least one hour prior to the beginning of the event and shall remain on the premises until the event is concluded and the establishment is secured and locked. If alcohol is not served or consumed, a responsible supervisor, employed and compensated by the applicant, shall perform this function.
- (m) In addition to the ABC manager or supervisor the applicant shall provide such additional paid staff as may be necessary to coordinate, supervise, and manage any event held on the premises.
- (n) There shall be no entertainment, no dancing, and no dance floor provided.
- (o) Neither the establishment nor any portion of it

shall be leased, let, or used by any third party to stage an event for profit. No outside promoter shall be permitted to use, operate, rent, or host any event on the premises.

- (p) A copy of this Adult Use Special Exception ordinance and Exhibits shall be available on site at all times for inspection, and a notice indicating that this Adult Use Special Exception ordinance and all amendments are kept on the premises and are available for review by any member of the general public shall be posted in a visible location. The notice shall also contain information on where and how to report violations of conditions and shall include the address of the zoning administrator.

Section 3:- That the City Council hereby determines that the Special Exception granted herein complies with each of the requirements of § 25-7 of the Zoning Ordinance of the City of Norfolk, 1992 (as amended), namely that:

- (a) The proposed use and development will be in harmony with the objectives and policies of the adopted General Plan of Norfolk and with the general and specific purposes for which this ordinance was enacted and for which the regulations of the district in question were established;
- (b) The proposed use and development will not substantially diminish or impair the value of the property within the neighborhood in which it is located;
- (c) The proposed use and development will not have an adverse effect upon the character of the area or the public health, safety and general welfare. Conditions may be applied to the proposed use and development, as specified in section 25-8 below, to mitigate potential adverse impacts;
- (d) The proposed use and development will be constructed, arranged and operated so as not to interfere with the use and development of neighboring property in accordance with the applicable district regulations;

- (e) The proposed use and development will be served adequately by essential public facilities and services such as streets, public utilities, drainage structures, police and fire protection, refuse disposal, parks, libraries, and schools;
- (f) The proposed use and development will not cause undue traffic congestion nor draw significant amounts of traffic through residential streets;
- (g) The proposed use and development will not result in the destruction, loss or damage of natural, scenic or historic features of significant importance;
- (h) The proposed use and development will not cause substantial air, water, soil or noise pollution or other types of pollution which cannot be mitigated;
- (i) The proposed use and development will not cause a negative cumulative effect, when its effect is considered in conjunction with the cumulative effect of various special exception uses of all types on the immediate neighborhood and the effect of the proposed type of special exception use on the city as a whole;
- (j) The proposed use and development complies with all additional standards imposed on it by the particular provisions of the ordinance authorizing such use; and
- (k) No application for a special exception shall be recommended or granted until any and all delinquent real estate taxes owed to the City of Norfolk on the subject property have been paid.

Section 4:- That this ordinance shall be in effect from the date of its adoption.

ATTACHMENT:

Exhibit A (3 pages)



EXHIBIT "A"  
Description of Operations  
Eating and Drinking Establishment

Date 3/10/14  
Trade name of business SAINT GERMAIN  
Address of business 913 W 21st St Suite A  
Name(s) of business owner(s)\* TIFFANY KLOWELL-GAYLORD & DAVID HLEDIK  
Name(s) of property owner(s)\* 913 21ST STREET LLC / ROBERT THOMAS  
Daytime telephone number (757) 724-0096

\*If business or property owner is partnership, all partners must be listed.

\*If business or property owner is an LLC or Corporation, all principals must be listed.

1. Proposed Hours of Operation:

Facility	Alcoholic Beverage Sales
Weekday From <u>5pm</u> To <u>2am</u>	Weekday From <u>5pm</u> To <u>2am</u>
Friday From <u>5pm</u> To <u>2am</u>	Friday From <u>5pm</u> To <u>2am</u>
Saturday From <u>10am</u> To <u>2am</u>	Saturday From <u>10am</u> To <u>2am</u>
Sunday From <u>10am</u> To <u>2am</u>	Sunday From <u>10am</u> To <u>2am</u>

2. Type of ABC license applied for (check all applicable boxes)

☒ On-Premises ☐ Off-Premises (additional application required)

3. Type of alcoholic beverage applied for

☒ Beer ☒ Wine ☒ Mixed Beverage

4. Will indoor or outdoor entertainment be provided?

(Entertainment consists of anything more than one, unamplified musician)

☐ Yes (Different application required) ☒ No

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

810 Union Street, Room 508

Norfolk, Virginia 23510

Telephone (757) 664-4752 Fax (757) 441-1569

(Revised July 2013)

**Exhibit A – Page 2**

**Eating and Drinking Establishment**

5. Will video games, pool tables, game boards or other types of games be provided?  
☐ Yes (If more than 4, additional application required) ☒ No

5a. If yes, please describe type and number of each game to be provided

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6. Will patrons ever be charged to enter the establishment?  
☐ Yes ☒ No

6a. If yes, why

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- 6b. Which days of the week will there be a cover charge (circle all applicable days)?

Monday Tuesday Wednesday Thursday Friday

Saturday Sunday

7. Will the facility or a portion of the facility be available for private parties?  
☒ Yes ☐ No

7a. If yes, explain

Birthday parties / Celebrations

8. Will a third party (promoter) be permitted to lease, let or use the establishment?  
☐ Yes ☒ No

8a. If yes, explain

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9. Will there ever be a minimum age limit?  
☐ Yes ☒ No

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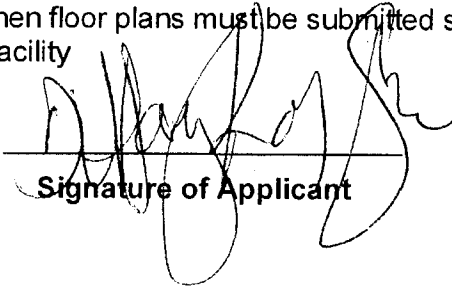
**Exhibit A – Page 3**  
**Eating and Drinking Establishment**

10. Additional comments/ description/operational characteristics or prior experience:

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Note: If smoking is permitted, then floor plans must be submitted showing all necessary building requirements for such facility

x   
\_\_\_\_\_  
Signature of Applicant

Saint Germain – 913 West 21<sup>st</sup> Street, Suite A  
Eating and Drinking Establishment Conditions

- (a) The hours of operation for the establishment and for the sale of alcoholic beverages shall be from 5:00 p.m. until 2:00 a.m., the following morning, Monday through Friday, and from 10:00 a.m. until 2:00 a.m., the following morning, Saturday and Sunday. No use of the establishment outside of the hours of operation listed herein shall be permitted.
- (b) The seating for the establishment shall not exceed 62 seats indoors, no seats outdoors, and the total occupant capacity, including employees, shall not exceed 70 people. The use authorized by this Special Exception shall not commence until a certificate of occupancy reflecting these limits has been issued by the Department of Planning.
- (c) A bicycle rack capable of securing four bicycles shall be installed on the site in accordance with the provisions of chapter 15, "Parking and Loading" of the *Zoning Ordinance of the City of Norfolk*, 1992, as amended.
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- (e) The establishment shall maintain a current, active business license at all times while in operation.
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- (f) No public telephone(s) shall be permitted on the exterior of the property. Any public phone(s) on the interior of the building shall be located in an area within full view of the establishment's staff and shall not be permitted within any restroom.

- (g) During all hours of operation, the establishment operator shall be responsible for maintaining those portions of public rights-of-way improved by sidewalk and portions of any parking lot adjacent to the premises regulated by the Special Exception so as to keep such areas free of litter, refuse, solid waste, and any bodily discharge.
- (h) A menu shall be provided containing an assortment of foods which shall be made available at all times the establishment is open. A food menu and full dining service shall be available at the bar.
- (j) The business authorized by this Special Exception shall be conducted in accordance with the Description of Operations set forth in "Exhibit A," attached hereto. The representations made in "Exhibit A" shall be binding upon all owners, operators and managers who operate and/or manage the premises covered by this Special Exception. Should any owner, operator or manager desire to operate the business in a manner different than as represented in "Exhibit A," a new Special Exception must be obtained prior to implementing such change. Where any limitation or representation contained in "Exhibit A" is inconsistent with any condition of this ordinance, the conditions of this ordinance shall govern.
- (k) The violation of any requirement, limitation, or restriction imposed by the Virginia ABC Commission shall be deemed a violation of this Special Exception. This Special Exception may be revoked for any violation of a general or specific condition, including a condition incorporated by reference and including a condition arising from requirements, limitations, or restrictions imposed by the ABC Commission or by Virginia law.
- (l) An ABC manager, employed and compensated by the applicant, shall be present at all events held on the premises. This manager shall supervise the event at all times. The ABC manager shall be present on the premises at least one hour prior to the beginning of the event and shall remain on the premises until the event is concluded and the establishment is secured and locked. If alcohol is not served or consumed, a responsible supervisor, employed and compensated by the applicant, shall perform this function.
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- (n) There shall be no entertainment, no dancing, and no dance floor provided.
- (o) Neither the establishment nor any portion of it shall be leased, let, or used by any third party to stage an event for profit. No outside promoter shall be permitted to use, operate, rent, or host any event on the premises.
- (p) A copy of this Adult Use Special Exception ordinance and Exhibits shall be available on the premises at all times for inspection, and a notice indicating that this Adult Use Special Exception ordinance and all amendments are kept on the premises and are available for review by any member of the general public shall be posted in a visible location. The notice shall also contain information on where and how to report violations of conditions and shall include the address of the zoning administrator.

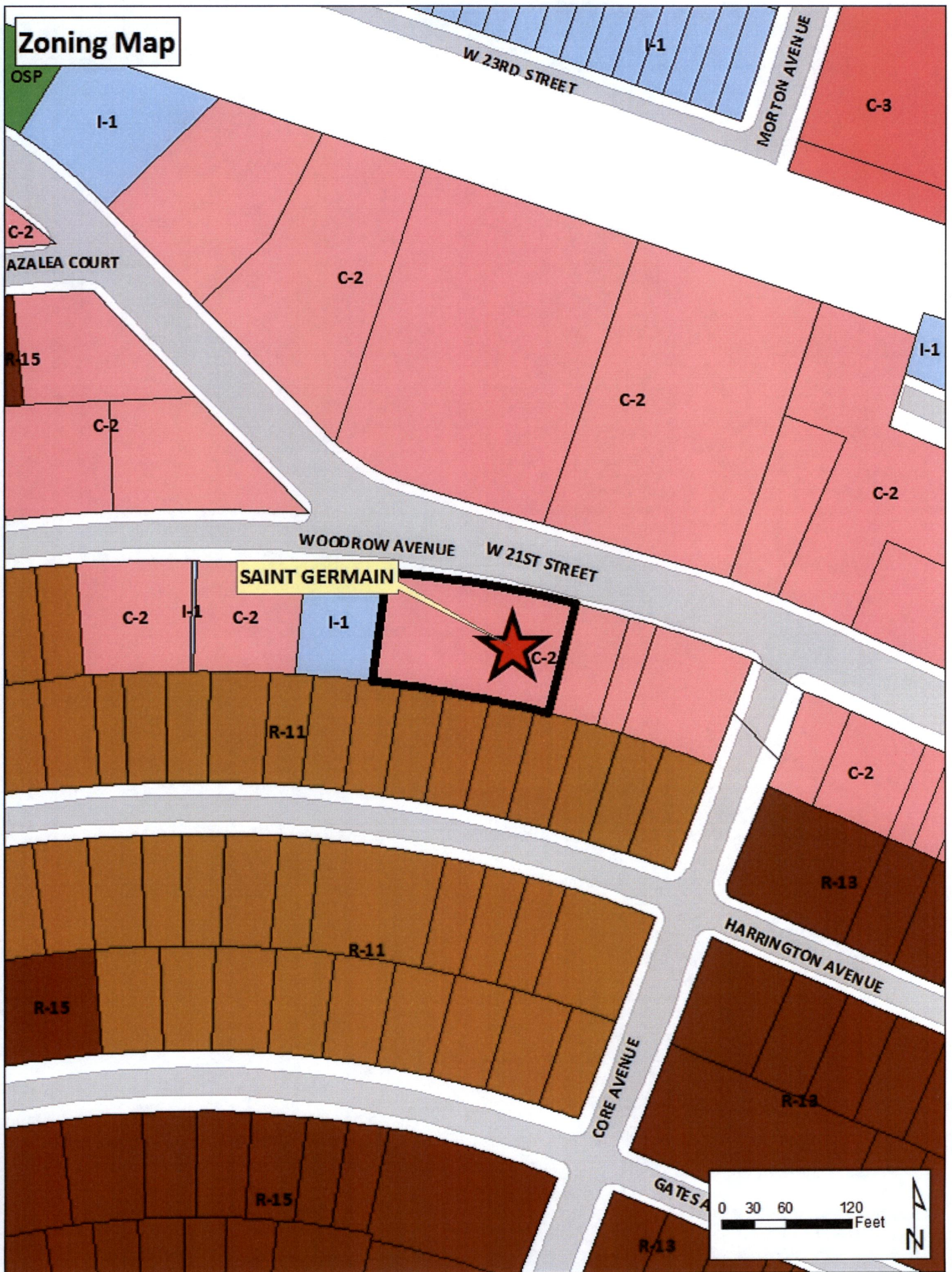
Print Name: Tiffany K. Dwyer Gaylor

Sign: [Signature] Date: 4-18-14

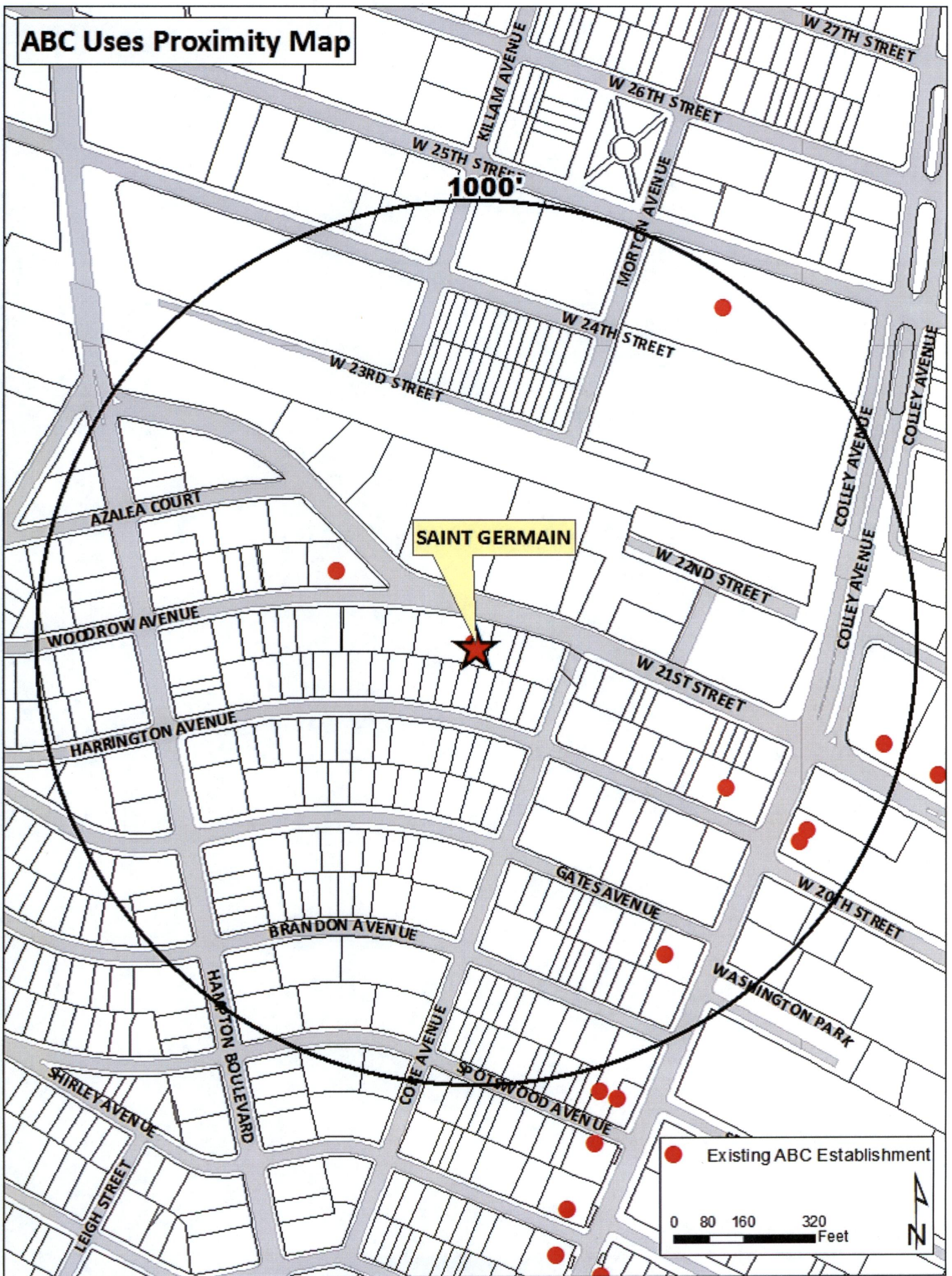
**Location Map**



# Zoning Map



# ABC Uses Proximity Map





**APPLICATION  
ADULT USE SPECIAL EXCEPTION  
EATING AND DRINKING ESTABLISHMENT  
(Please print)**

Date 3/10/14

**DESCRIPTION OF PROPERTY**

Address 913 W 21st St Suite A

Existing Use of Property OFFICE - B

Proposed Use RESTAURANT - A-2

Current Building Square Footage 1800

Proposed Building Square Footage 1800

Trade Name of Business (if applicable) SAINT GERMAN

**APPLICANT/ PROPERTY OWNER**

DAVID HUEK - 757-237-0442  
TIFFANY KOWELL GAYLORD - 757-724-  
1. Name of applicant: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) 0096

x Mailing address of applicant (Street/P.O. Box) 1628 DUKE OF WINDSOR  
(City) Virginia Bch (State) Virginia (Zip Code) \_\_\_\_\_

Daytime telephone number of applicant ( ) \_\_\_\_\_ Fax number ( ) \_\_\_\_\_

E-mail address of applicant \_\_\_\_\_

ROBERT THOMAS 913 21ST STREET LLC  
2. Name of property owner (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_

Mailing address of property owner (Street/P.O. Box) 913 W 21st St Suite C  
(City) Norfolk (State) VA (Zip Code) 23517

Daytime telephone number of owner ( ) 757-343-9567 Fax number ( ) 757-640-1014

**CONTACT INFORMATION**

Civic League contact \_\_\_\_\_

Date(s) contacted 4/9/14

Ward/Super Ward information \_\_\_\_\_

**REQUIRED ATTACHMENTS**

- ☐ Required application fee, **\$355.00** (if check, make payable to Norfolk City Treasurer).
  - o Application fee includes a non-refundable \$5 technology surcharge.
- ☐ Two 8½ inch x 14 inch (maximum size) copies of a floor plan prepared by a registered design professional drawn to scale showing seats/tables, restroom facilities, bar, ingress and egress, standing room, outdoor dining and total maximum capacity (see attached example)
- ☐ Two 8½ inch x 14 inch (maximum size) copies of a survey or conceptual site plan (required for new construction or site improvements) drawn to scale showing:
  - o Existing and proposed building structures
  - o Driveways
  - o Parking
  - o Landscaping
  - o Property lines (see attached example)
- ☐ Completed Exhibit A, Description of Operations (attached)

**CERTIFICATION**

I hereby submit this complete application and certify the information contained herein is true and accurate to the best of my knowledge:

Print name: Rob Thomas Sign: Rob Thomas 4/9/14  
(Property Owner or Authorized Agent Signature) (Date)

X Print name: Tiffany Kowell Gaylord Sign: [Signature] 4/9/14  
(Applicant or Authorized Agent Signature) (Date)

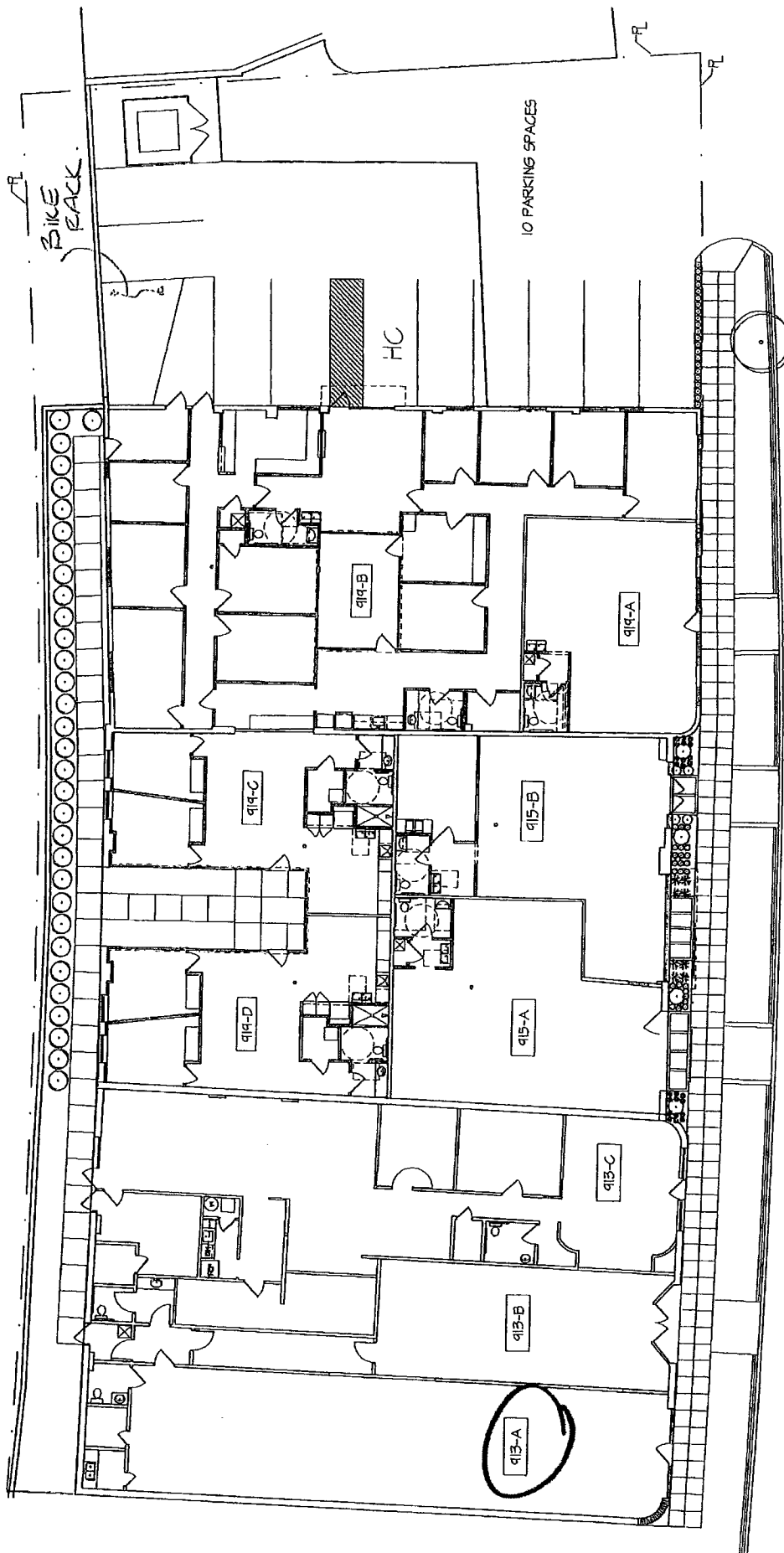
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(Revised July 2013)



KEY PLAN 913 - 919 W. 21ST STREET  
NTS

40 SEATS = 0	913 SUITE A RESTAURANT 1,200 SF	1 / 6 SEATS	55
2	913 SUITE B SPECIALTY BUSINESS 1,000 SF	15 / 1,000SF	10
10	913 SUITE C OFFICE 2,400 SF	4 / 1,000SF	65
46 SEATS = 0	915 SUITE A RESTAURANT 1,170 SF	1 / 6 SEATS	
5	915 SUITE B OFFICE 1,205SF	4 / 1,000SF	
2	914 SUITE A SPECIALTY RETAIL 871SF	15 / 1,000SF	
13	914 SUITE B OFFICE 3,245SF	4 / 1,000SF	
1	914 SUITE C RESIDENTIAL 1,015SF	1 / UNIT	
	914 SUITE D RESIDENTIAL 1,029SF	1 / UNIT	
TOTAL REQD. = 50 SPACES			
TOTAL: 13,741 SF			
GRANDFATHERED PARKING SPACES			
NEW PARKING SPACES			
TOTAL:			
BIKE RACK (1 REQD.)			



EXHIBIT "A"  
Description of Operations  
Eating and Drinking Establishment

Date 3/10/14

Trade name of business SAINT GERMAIN

Address of business 913 W 21st St Suite A

Name(s) of business owner(s)\* TIFFANY KIDWELL-CLAYTON & DAVID HEDRICK

Name(s) of property owner(s)\* 913 21st STREET LLC / ROBERT THOMAS

Daytime telephone number (757) 724-0096

\*If business or property owner is partnership, all partners must be listed.

\*If business or property owner is an LLC or Corporation, all principals must be listed.

1. Proposed Hours of Operation:

Facility		Alcoholic Beverage Sales	
Weekday	From <u>5pm</u> To <u>2am</u>	Weekday	From <u>5pm</u> To <u>2am</u>
Friday	From <u>5pm</u> To <u>2am</u>	Friday	From <u>5pm</u> To <u>2am</u>
Saturday	From <u>10am</u> To <u>2am</u>	Saturday	From <u>10am</u> To <u>2am</u>
Sunday	From <u>10am</u> To <u>2am</u>	Sunday	From <u>10am</u> To <u>2am</u>

2. Type of ABC license applied for (check all applicable boxes)

☒ On-Premises ☐ Off-Premises (additional application required)

3. Type of alcoholic beverage applied for

☒ Beer ☒ Wine ☒ Mixed Beverage

4. Will indoor or outdoor entertainment be provided?

(Entertainment consists of anything more than one, unamplified musician)

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**Exhibit A – Page 2**  
**Eating and Drinking Establishment**

5. Will video games, pool tables, game boards or other types of games be provided?  
☐ Yes (If more than 4, additional application required) ☒ No

5a. If yes, please describe type and number of each game to be provided

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6. Will patrons ever be charged to enter the establishment?  
☐ Yes ☒ No

6a. If yes, why

---

---

- 6b. Which days of the week will there be a cover charge (circle all applicable days)?

Monday      Tuesday      Wednesday      Thursday      Friday  
Saturday      Sunday

7. Will the facility or a portion of the facility be available for private parties?  
☒ Yes ☐ No

7a. If yes, explain

BIRTHDAY PARTIES / CELEBRATIONS

8. Will a third party (promoter) be permitted to lease, let or use the establishment?  
☐ Yes ☒ No

8a. If yes, explain

---

---

9. Will there ever be a minimum age limit?  
☐ Yes ☒ No

**DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT**

810 Union Street, Room 508  
Norfolk, Virginia 23510  
Telephone (757) 664-4752 Fax (757) 441-1569  
(Revised July 2013)

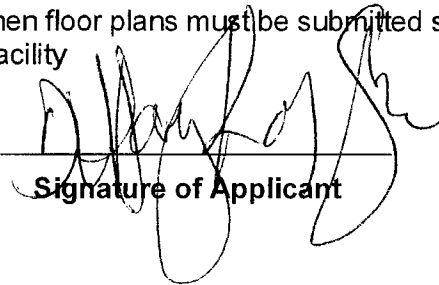
**Exhibit A – Page 3**  
**Eating and Drinking Establishment**

10. Additional comments/ description/operational characteristics or prior experience:

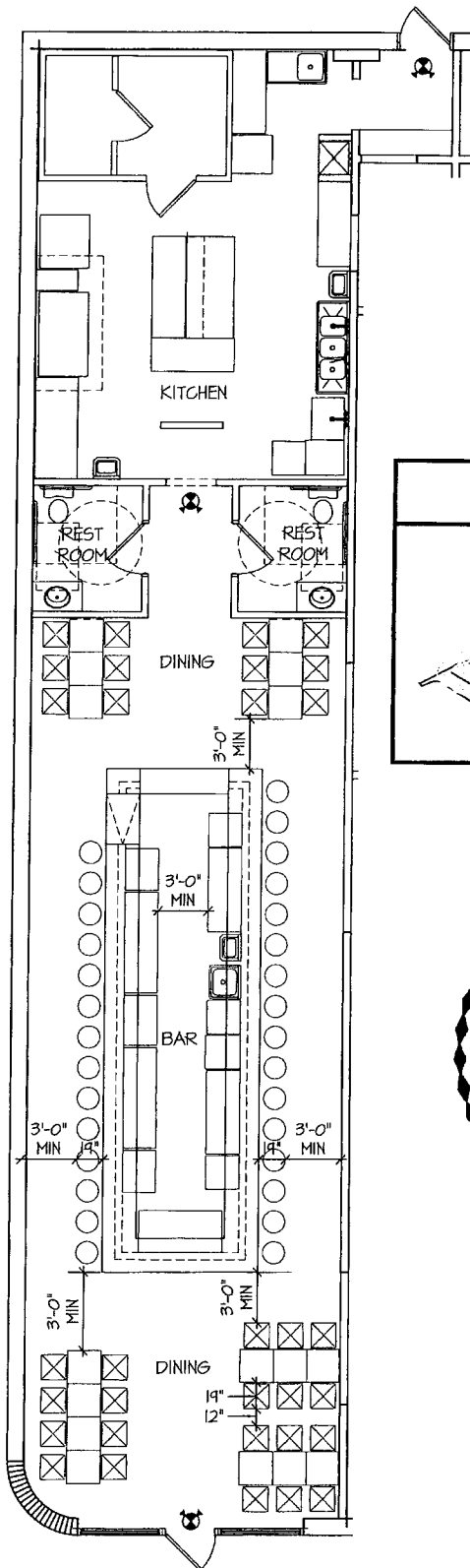
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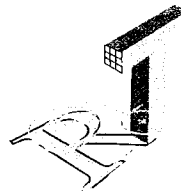
Note: If smoking is permitted, then floor plans must be submitted showing all necessary building requirements for such facility

x 

Signature of Applicant



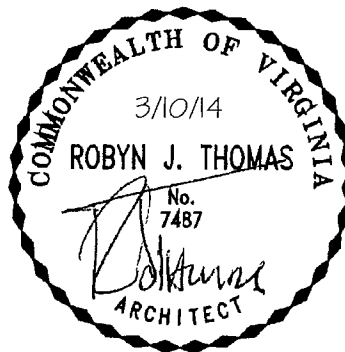
913 W 21st STREET, SUITE A



ROBYN THOMAS  
**ARCHITECTURE**

913 W. 21st Street, Suite C  
Norfolk, VA 23517

Ofc: 757.622.7100  
Fax: 757.640.1014



OCCUPANCY CALCULATIONS

DINING SEATS: 32  
BAR SEATS: 30  
STAFF: 8  
TOTAL: 70 PEOPLE

913 W 21st STREET, SUITE A

3/32" = 1'-0"

**Exhibit A – Floor Plan(s) Worksheet  
Eating and Drinking Establishment**

- ☐ Complete this worksheet based for each floor plan submitted with application.
- ☐ Floor plan must be prepared by a registered design professional and include:
- o Tables/seats
  - o Restroom facilities
  - o Bar
  - o Ingress and egress
  - o Standing room
  - o Outdoor seating
  - o Total maximum capacity (including employees)

**Total capacity**

**a. Indoor**

Number of seats (not including bar seats)  
Number of bar seats  
Standing room

32  
30  
1

**b. Outdoor**

Number of seats

1

**c. Number of employees**

8

**Total Occupancy**

(Indoor/Outdoor seats, standing room and employees) = 70

**DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT**

810 Union Street, Room 508

Norfolk, Virginia 23510

Telephone (757) 664-4752 Fax (757) 441-1569

(Revised July 2013)



April 3, 2014

Henry Conde  
President, Ghent Neighborhood League  
P.O. Box 11431  
Norfolk, VA 23517

Dear Mr. Conde:

The Planning Department has received an application for a Special Exception to operate an Eating and Drinking Establishment on property located at 913 West 21<sup>st</sup> Street, Suite A. This item is tentatively scheduled for the April 24, 2014 City Planning Commission public hearing.

**Summary**

This request would allow for a new restaurant, Saint Germain, to operate and serve to alcoholic beverages to its customers.

	Proposed
Hours of Operation and Hours for the Sale of Alcohol	5:00 p.m. until 2:00 a.m. Monday through Friday 10:00 a.m. until 2:00 a.m. Saturday and Sunday
Seating	50 seats indoor 0 seats outdoor 58 total capacity

If you would like additional information on the request, you may contact the applicant, Tiffany Kidwell-Gaylord, at (757) 724-0096 or you may telephone Matthew Simons within the Planning Department at (757) 664-4750. A copy of the complete application is enclosed.

Sincerely,

Matthew Simons, CFM  
City Planner II

cc: Vanessa Seals, Senior Neighborhood Development Specialist  
[Vanessa.Seals@norfolk.gov](mailto:Vanessa.Seals@norfolk.gov) or (757) 823-4357

April 3, 2014

Ian Holder  
President, Ghent Business Association  
999 Waterside Drive, Suite 1100  
Norfolk, VA 23510

Dear Mr. Holder:

The Planning Department has received an application for a Special Exception to operate an Eating and Drinking Establishment on property located at 913 West 21<sup>st</sup> Street, Suite A. This item is tentatively scheduled for the April 24, 2014 City Planning Commission public hearing.

**Summary**

This request would allow for a new restaurant, Saint Germain, to operate and serve to alcoholic beverages to its customers.

	Proposed
Hours of Operation and Hours for the Sale of Alcohol	5:00 p.m. until 2:00 a.m. Monday through Friday 10:00 a.m. until 2:00 a.m. Saturday and Sunday
Seating	50 seats indoor 0 seats outdoor 58 total capacity

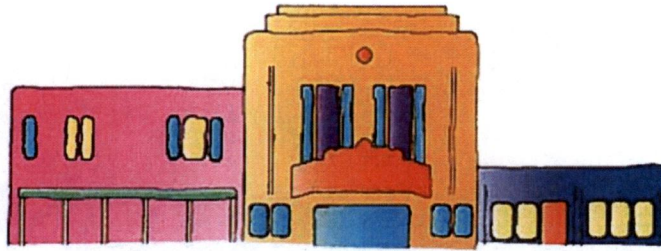
If you would like additional information on the request, you may contact the applicant, Tiffany Kidwell-Gaylord, at (757) 724-0096 or you may telephone Matthew Simons within the Planning Department at (757) 664-4750. A copy of the complete application is enclosed.

Sincerely,



Matthew Simons, CFM  
City Planner II

cc: Vanessa Seals, Senior Neighborhood Development Specialist  
[Vanessa.Seals@norfolk.gov](mailto:Vanessa.Seals@norfolk.gov) or (757) 823-4357



**Ghent Business Association**

April 21, 2014

Earl Fraley, Jr, Chair  
Susan Pollock, Senior Planner  
Norfolk City Planning Commission  
Via email

Dear Members of the Planning Commission:

The Board of Directors of the Ghent Business Association voted unanimously at its meeting of April 17, 2014, to support a request for special exemption for the Saint Germain Restaurant to be located at 913 W. 21st Street, Suite A, in Ghent.

If you have any questions please contact GBA Development Committee Chair Ted Enright at 622-4653.

Sincerely,

*Jim Newsom*

James H. Newsom, III  
Corresponding Secretary  
Ghent Business Association